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WAR FOOD ADMINISTRATION

Office of Marketing Services
Personnel Division
Training and Safety Section

Reserve

GREGG VOCABULARY

of

WORDS FREQUENTLY USED

in the

OFFICE OF MARKETING SERVICES

Washington, D.C.
December 1944

L.D.B.A.
L.H.S.

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INTRODUCTION

This manual has been compiled to acquaint stenographers with words and phrases commonly used in the marketing service. Although the stenographer will encounter a considerable number of words and phrases in her particular organization in addition to those listed here, she will find this selection to be a representative group of all the branches and divisions.

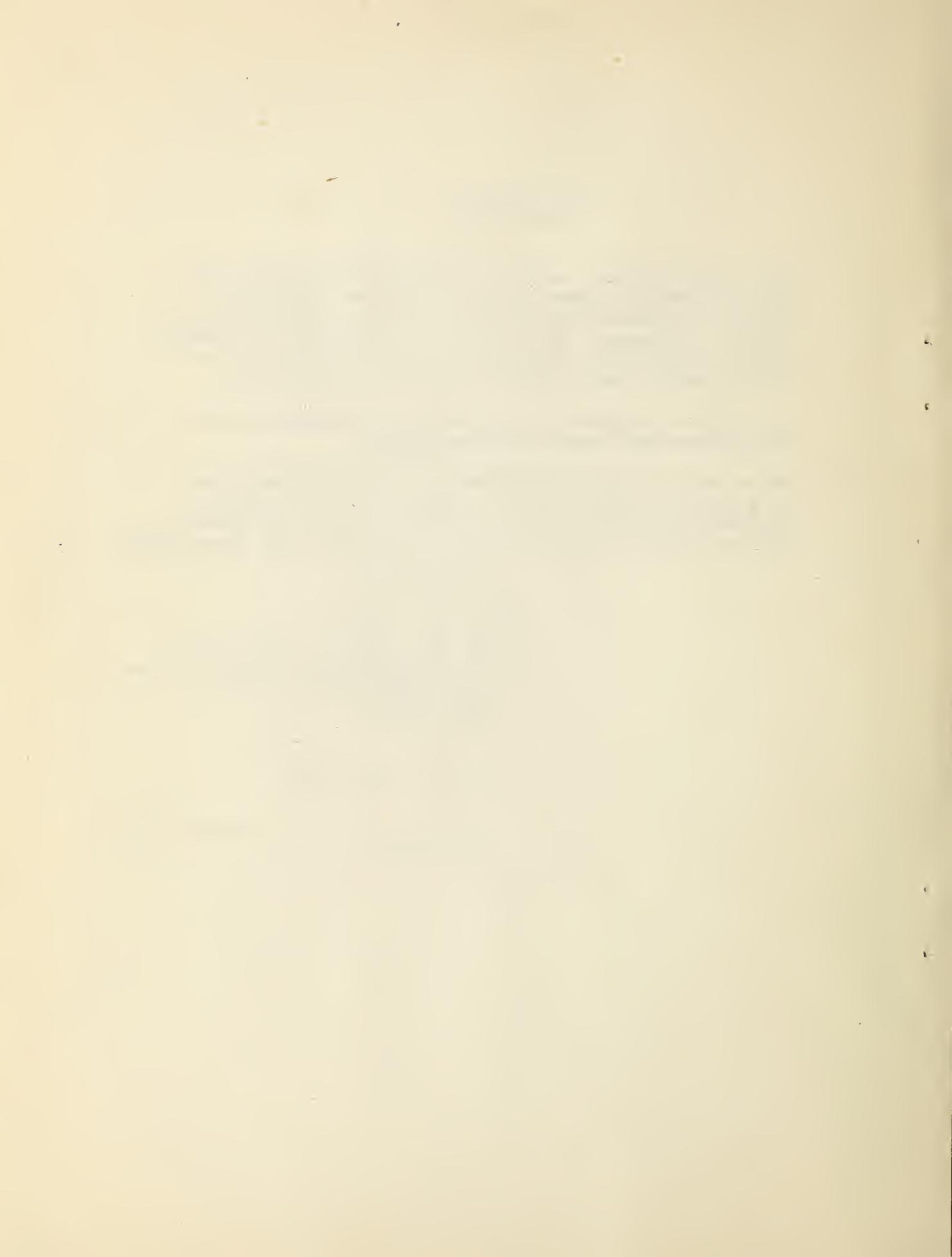
The shorthand outlines in this list are reproduced with the permission of the Gregg Publishing Company.

The manual aims to guide the stenographer in increasing and using her shorthand vocabulary. Then too, the stenographer so familiarizes herself with the terms used in her respective division that she becomes capable of forming her own abbreviations.

Robert E. Adcock, Chief
Training and Safety Section
Personnel Division

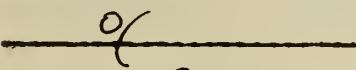
December, 1944

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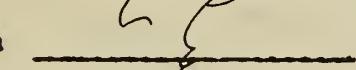
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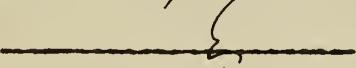
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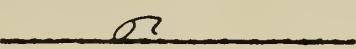
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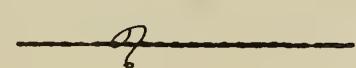
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absorption 

abstract 

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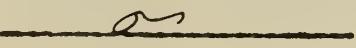
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accompany 

accord 

accountant 

accounting 

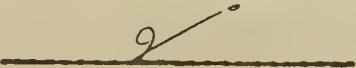
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accrual 

accuracy 

acetic 

acetone 

acidity 

acknowledge 

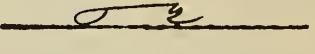
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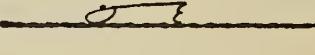
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additional and identical 

adjacent 

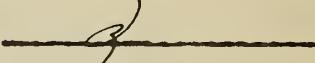
administration 

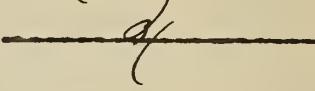
Administrative Officer 

Administrative Services 

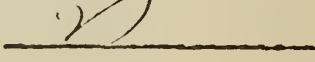
Administrator 

adulterated 

advisable 

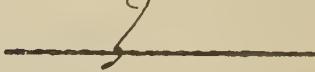
advisability 

aerial 

affidavit 

affiliation 

Africa 

agency 

agreement 

agriculture	<i>o</i>	amend	<i>t</i>
agricultural	<i>s</i>	amendment	<i>t</i>
agronomist	<i>o</i>	America	<i>t</i>
agronomy	<i>o</i>	American	<i>t</i>
airplane	<i>ay</i>	American Army	<i>ay</i>
albumen	<i>ay</i>	American Red Cross	<i>ayt</i>
alcohol	<i>eh</i>	amylase	<i>ol</i>
alfalfa	<i>el f</i>	analysis	<i>t</i>
alien	<i>ee</i>	analysis of sample	<i>el t</i>
alleviate	<i>el f</i>	analyst	<i>el</i>
allies	<i>el l</i>	anhydrous	<i>oh</i>
allocate	<i>el e</i>	anniversary	<i>f</i>
allot	<i>e d</i>	announcement	<i>or</i>
all-out	<i>f</i>	antequated	<i>of</i>
alphabetical	<i>el f</i>	anticipated	<i>o f</i>
alternation	<i>er</i>	apparatus	<i>G</i>
amalgamation	<i>el s</i>	appeal	<i>l</i>
Ambassador	<i>f</i>	appeal inspections	<i>fl</i>

applicable	<u>b</u>	assignor	<u>dr</u>
applicant	<u>br</u>	assistant	<u>s</u>
application	<u>cs</u>	assistance	<u>sr</u>
apportionment	<u>g</u>	associate	<u>g</u>
appraisal	<u>cl</u>	association	<u>g</u>
appreciate	<u>g</u>	Atlantic Seaboard	<u>asb</u>
appropriate	<u>c</u>	attached	<u>s</u>
appropriation	<u>cp</u>	attention	<u>c</u>
approval	<u>g</u>	attract	<u>st</u>
approximately	<u>g</u>	Audit Division	<u>10</u>
apricot	<u>cr</u>	Australia	<u>all</u>
arbitrarily	<u>g</u>	authenticity	<u>ad</u>
Argentine	<u>co</u>	author	<u>ar</u>
armed forces	<u>ag</u>	authorize	<u>al</u>
Asia	<u>g</u>	authoritative	<u>as</u>
Asiatic	<u>g</u>	automatic	<u>co</u>
assembly	<u>g</u>	automobile	<u>cl</u>
Assign	<u>g</u>	available	<u>g</u>

availability	<u>94</u>	Budget and Organization	<u>Gen</u>
average	<u>2</u>	bulkhead	<u>hi</u>
Axis	<u>8</u>	bunkers	<u>6</u>
back haul	<u>5</u>	bureau	<u>6</u>
balance sheet	<u>6x</u>	burlap	<u>hi</u>
barometer	<u>6</u>	bylaws	<u>Ca</u>
barrel	<u>6</u>	byproduct	<u>E</u>
behalf	<u>f</u>	CAF	<u>g</u>
benefits	<u>g</u>	calcium	<u>es</u>
bill of lading	<u>C.</u>	calibrate	<u>eg</u>
biologist	<u>h</u>	campaign	<u>g</u>
biology	<u>h</u>	Canada	<u>z</u>
board of trade	<u>h</u>	cancel	<u>zi</u>
BOND	<u>6</u>	candy	<u>✓</u>
Brazil	<u>6</u>	capacity	<u>z</u>
Brix	<u>6</u>	carbon bisulphide	<u>z</u>
Broilers	<u>6</u>	cargo	<u>z</u>
bromegrass	<u>6</u>	carotene	<u>z</u>

Caribbean	<u>7</u>	citrus	<u>✓3</u>
categories	<u>23</u>	Civil Service Commission	<u>2</u>
ceiling prices	<u>68</u>	civilian	<u>2</u>
cereals	<u>u</u>	Civilian Food Requirements Branch	<u>3</u>
certificates	<u>✓3</u>	classification	<u>23</u>
certifying authority	<u>✓2.1</u>	cocoa	<u>m</u>
cheddard	<u>10</u>	collaborator	<u>a</u>
chemical tests	<u>2ab</u>	collateral	<u>ad</u>
chenopodium oil	<u>ay a</u>	commerce	<u>ad</u>
chewings fescue	<u>b.2c</u>	commercial	<u>ad</u>
China	<u>do</u>	commitment	<u>d</u>
chicory	<u>2</u>	committee	<u>a</u>
chromate solution	<u>red 2s</u>	commodities	<u>1</u>
chronological	<u>u</u>	Commodity Exchange Act	<u>✓18</u>
circular	<u>3</u>	communicate	<u>m</u>
circumstance	<u>✓</u>	communication	<u>m</u>
citation	<u>2</u>	community	<u>2</u>
citric acid	<u>m 2</u>	comparative	<u>g</u>

comparison *z*compensation *p*competent *y*competitor *z*competitive *zh*complainant *y*Compliance Branch *zat*complicate *zo*composite *z*comprehensive *g*compression *g*compromise *cr*concentrated *z*concepts *z*concession *g*condemn *ch*condenser *b*condensery *ch*condiments *d*condition *d*condition inspection *dz*conference *dz*confidential *v*confirmation *v*confliction *v*Congress *v*conscientious *z*conservation *z*consideration *z*consignment *z*consignee *z*constitution *z*construction *z*consummate *z*consumers *z*consumption *z*

contemplate		creeping red fescue	
continental		critical material	
contract market		crucible	
contribute		crystallize	
control board		Cuban	
conversion		cull regulation	
cooling curve method		cultivate	
cooperative agreement		cumulative	
cooperative association		current	
coordinator		curtail	
copy		curtailment	
corporation		custodial	
correspondence		dairy	
corrugated		Dairy and Poultry Branch	
cotton		damage	
Cotton and Fiber Branch		deferment	
council		deficit	
coverage		defray	

dehydration de
 delegation de
 deletion de
 delineate de
 demand de
 demurrage de
 department de
 departmental de
 depreciation de
 depress de
 derivative de
 desiccate de
 designate de
 Detailed reply de
 deteriorate de
 Deterioration de
 determination de
 develop de

dextrose de
 diacetone gulsonic de
 diastase de
 diastatic de
 dichromate de
 differentials de
 difficulty de
 dinitrobenzene de
 dinitro-o-cresol de
 Director's Office de
 disastrous de
 disbursements de
 discoloration de
 discrepancy de
 discrimination de
 disintegrate de
 disposition de
 disseminate de

distillation dist

distillery dis

distinction dis

distinguishable dis

distribution dis

distributor dis

district dis

diversion dis

dividend div

docket doct

documents docs

domestic dom

dormitory dorm

drainage drain

dunnage dunn

duplicate dupl

earliest convenience conven

East Indies Indies

economist econ

edible edib

effectuate effec

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embarkation embark

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emphasize emph

empirical empir

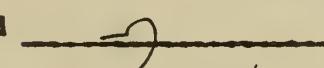
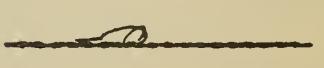
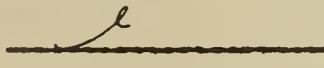
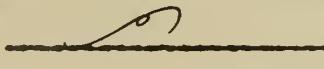
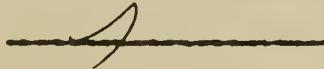
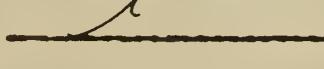
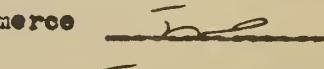
empowered empow

emulsifier emulg

enclosure	<u>en</u>	estimate	<u>est</u>
encumbrance	<u>en</u> <u>cu</u>	ethylene dichloride	<u>ethylene dichloride</u>
England	<u>en</u>	European	<u>eu</u>
enriched flour	<u>en</u> <u>ri</u> <u>fl</u>	evaluation	<u>ev</u>
en route	<u>en</u> <u>ro</u>	evaporation	<u>ev</u>
entitle	<u>en</u> <u>ti</u>	evidenced	<u>ev</u>
entity	<u>en</u> <u>ti</u>	eviscerated	<u>ev</u>
envelope	<u>en</u> <u>ve</u>	examiners	<u>ex</u>
enzyme	<u>en</u> <u>zyme</u>	excerpts	<u>ex</u>
equipment	<u>eq</u>	exclusion	<u>ex</u>
equitable	<u>eq</u>	exclusively	<u>ex</u>
equivalent	<u>eq</u>	execution	<u>ex</u>
ergosterol	<u>er</u> <u>go</u>	expansion	<u>ex</u>
erosion	<u>er</u> <u>o</u>	expedite	<u>ex</u>
escrow	<u>er</u> <u>sw</u>	expeditiously	<u>ex</u>
especially	<u>es</u>	expenditures	<u>ex</u>
essential	<u>es</u>	expense account	<u>ex</u>
establishment	<u>es</u>	experimental	<u>ex</u>

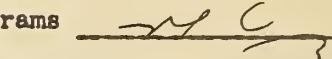
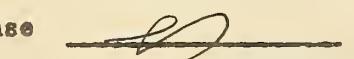
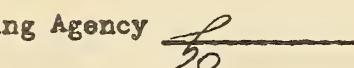
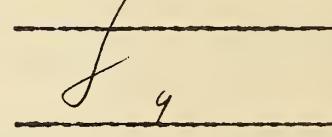
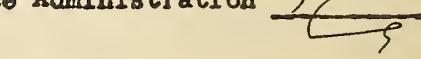
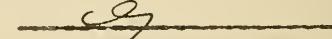
exportation	<u>E</u>	financial	<u>fin</u>
extracts	<u>ex</u>	fire-cured	<u>fire</u>
fabric	<u>f</u>	fiscal	<u>fi</u>
facilitate	<u>fa</u>	flake	<u>fla</u>
facilities	<u>fa</u>	flask	<u>fla</u>
factors	<u>fa</u>	flavoring	<u>flav</u>
factory	<u>fa</u>	fluctuate	<u>fluc</u>
familiarity	<u>fa</u>	flue-cured	<u>flue</u>
FARM BLOC	<u>fa</u>	food processing	<u>proc</u>
farm machinery	<u>fa</u>	foreign	<u>for</u>
Fats and Oils Branch	<u>fat</u>	formerly	<u>form</u>
Federal Building	<u>fed</u>	formula	<u>form</u>
Federal Surplus Commodities Corporation	<u>fed</u>	formulation	<u>form</u>
fertilize	<u>fer</u>	fortified	<u>for</u>
fermentation	<u>fer</u>	freight	<u>fre</u>
file reference	<u>fil</u>	French	<u>fre</u>
fillers	<u>fil</u>	frought	<u>fr</u>
Finance Division	<u>fin</u>	Fruit and Vegetable Branch	<u>fr</u>

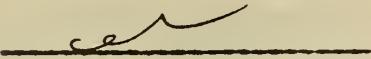
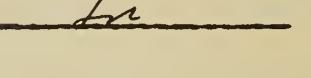
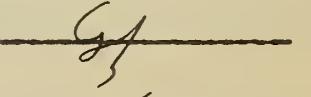
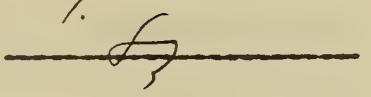
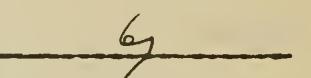
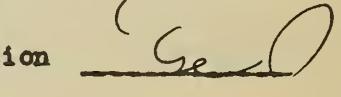
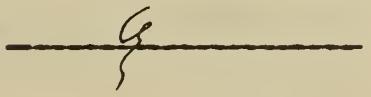
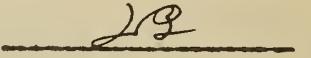
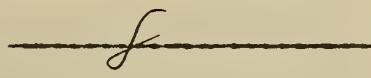
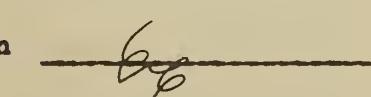
fryors	<u>frɔ:</u>	harvest	<u>həvɛst</u>
fumigation	<u>fʊmɪg'eɪʃn</u>	hauling	<u>hɔ:lɪŋ</u>
function	<u>fʌn'ʃn</u>	headquarters	<u>'hede'kwo:təz</u>
furtherance	<u>'fʊrəns</u>	heat-damaged	<u>hi:t'de'mædʒɪd</u>
futures commission merchant	<u>'fju:tʃəz kə'mi:ʃn</u> <u>mer'tʃənt</u>	hedging	<u>'hediŋ</u>
General Preference Order	<u>'dʒenərəl p'refə'rens ɔ:dər</u>	hermetically	<u>'hɜ:mətɪ'kəli</u>
geographical	<u>'dʒeo'græfɪkəl</u>	hesitate	<u>'hɛzɪteɪt</u>
germination	<u>gə'rɪ'meɪʃn</u>	home defense	<u>'həʊm de'fens</u>
ginning	<u>'gɪnɪŋ</u>	homogeneous	<u>'həʊməg'niəs</u>
government	<u>'gəvərn'mənt</u>	honey	<u>'həni</u>
grain elevators	<u>greɪn'el've:təz</u>	honorable	<u>'hənərə'b'l</u>
Grain Products Branch	<u>greɪn'prɒdʌktz brɑ:ntʃ</u>	hundredweight	<u>'hʌndrəd'wei:t</u>
granular	<u>græ'njʊlər</u>	husbandry	<u>'hʌsbəndri</u>
grapefruit	<u>greɪp'fru:t</u>	hydrochloride	<u>'hɪdrə'klɔ:raɪd</u>
grater-iron	<u>græ:tər'ɪən</u>	hydrolysis	<u>'hɪdrə'lɪsɪs</u>
Great Britain	<u>greɪt b्रɪ:tən</u>	icing instructions	<u>'aɪsɪng 'ɪnstrʊk'ʃnəz</u>
grocery	<u>grə'zorɪ</u>	identity	<u>ai'den"tɪtี้</u>
harrow	<u>hə'ro:</u>	illustration	<u>ɪllʊ'streɪʃn</u>

imperative		inexperienced	
imperfections		infiltration	
implement		inflation	
inadequate		information	
inbound		ingredients	
incidentally		injurious	
inclusion		inoculate	
inconvenienced		inquiry	
indemnity payment		insecticide	
index		insoluble	
indication		inspection	
indispensable		instrument	
individual		insulation	
industrial		insurance	
industry		integrate	
Industry Operations		intermediate	
inequitable		interstate commerce	
inert		intelligence	

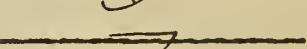
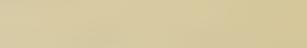
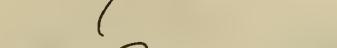
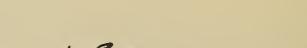
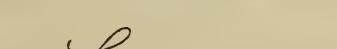
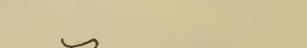
intern	<u> </u>	Latin America	<u> </u>
interview	<u> </u>	leafiness	<u> </u>
inventory	<u> </u>	ledger	<u> </u>
investigation	<u> </u>	legislate	<u> </u>
investigator	<u> </u>	legislation	<u> </u>
iodonitrobenzene	<u> </u>	legislature	<u> </u>
irregular	<u> </u>	lemons	<u> </u>
isthmus	<u> </u>	lend-lease	<u> </u>
itinerant	<u> </u>	liabilities	<u> </u>
Japan	<u> </u>	liaison	<u> </u>
journalize	<u> </u>	licensed	<u> </u>
judgment	<u>L</u>	licensee	<u> </u>
junction	<u>L</u>	limitation	<u> </u>
jurisdiction	<u> </u>	linters	<u> </u>
justification	<u> </u>	liquid packing medium	<u> </u>
keg	<u> </u>	livestock	<u> </u>
kraut	<u> </u>	livestock and meats	<u> </u>
laboratory	<u> </u>	locally	<u> </u>

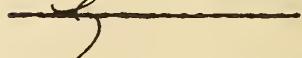
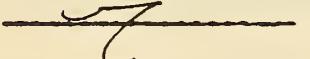
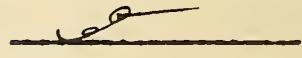
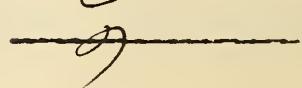
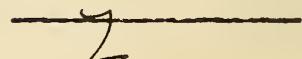
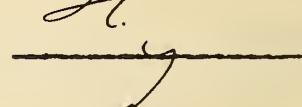
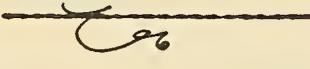
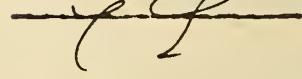
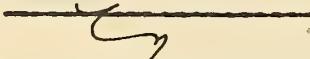
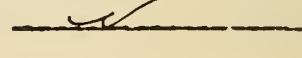
mail truck	<u>mail truck</u>	Maryland	<u>Maryland</u>
mainland	<u>mainland</u>	material	<u>material</u>
maintenance	<u>maintenance</u>	memorandum	<u>memorandum</u>
malnutrition	<u>malnutrition</u>	mentioned	<u>mentioned</u>
malpractices	<u>malpractices</u>	merchandising	<u>merchandising</u>
malt	<u>malt</u>	merchantile	<u>merchantile</u>
mandatory	<u>mandatory</u>	method	<u>method</u>
manifestly	<u>manifestly</u>	milkshed	<u>milkshed</u>
manipulation	<u>manipulation</u>	mimeograph	<u>mimeograph</u>
manufacture	<u>manufacture</u>	minimum	<u>minimum</u>
margin	<u>margin</u>	misbranding	<u>misbranding</u>
market news	<u>market news</u>	miscellaneous	<u>miscellaneous</u>
market wide	<u>market wide</u>	mislabeling	<u>mislabeling</u>
marketing agreement	<u>marketing agreement</u>	mobility	<u>mobility</u>
marketing order	<u>marketing order</u>	moisture	<u>moisture</u>
Marketing Facilities	<u>Marketing Facilities</u>	monopoly	<u>monopoly</u>
Marketing Reports	<u>Marketing Reports</u>	monetary	<u>monetary</u>
marmalade	<u>marmalade</u>	mortgaged	<u>mortgaged</u>

mountainous		notification	
MUNITIONS		noxious	
mutually-agreed		Nutrition Programs	
national defense		obligation	
National Housing Agency		obliterate	
naturalization		observe	
navigable		obviate	
necessarily		ocean	
necrosis		occupation	
negotiate		occupy	
negotiations		occurrence	
neutral		Office of Price Administration	
nevertheless		official	
nicotine		oleomargarin	
nicotinic		onion	
nomenclature		operations	
normal		oranges	
notice		orchard	

organization		pattern	
organoleptic		payee	
Oriental		payments	
originate		peaches	
osnaburg		peanuts	
out-bound		pectin	
over-all		percentages	
packaging		pernicious	
pamphlets		pentachlorophenol	
paraffin wax		perishable	
parcel		Personnel Division	
parity		persuasive	
participant		pertinent	
participation		phenothioxin	
particular		photostatic	
pasteurization		photography	
patent		photometric	
patronage		physical tests	

Philippines	<i>df</i>	processors	<i>g</i>
pollinate	<i>het</i>	proceedings	<i>gy</i>
Portuguese	<i>gr</i>	Procurement and Price Support	<i>f</i>
potatoes	<i>go</i>	producers	<i>g</i>
poultry	<i>h r</i>	production	<i>gy</i>
practical	<i>c</i>	products	<i>cy</i>
predicated	<i>ced</i>	professional	<i>g</i>
precipitate	<i>ge</i> <i>lo</i>	Program Appraisal	<i>cy</i>
precipitous	<i>gb</i>	Program Liaison	<i>gy</i>
preference	<i>g</i>	prohibit	<i>g</i>
preliminary	<i>ce</i>	promotion	<i>cy</i>
prerequisite	<i>ces</i>	promulgate	<i>ce</i>
press release	<i>ced</i>	property	<i>g</i>
previously	<i>g</i>	propaganda	<i>g</i>
principle	<i>ca</i>	proponents	<i>g</i>
priority	<i>ca</i>	proration	<i>cy</i>
probability	<i>cy</i>	prosecution	<i>gy</i>
Procedure	<i>ca</i>	provision	<i>f</i>

publication		recipient	
publicity		reclamation	
public hearing		recognize	
Puerto Rico		recommendations	
pulverized		recommended	
purchase		reconcile	
pursuant		recondition	
qualification		reconsignment	
quality		record	
quantity		Red Cross	
questionable		redriers	
questionnaire		reduction	
radication		reexamination	
raisins		referendum	
rancidity		refining	
rationing		refractometer	
reagent		refractometric	
receipt		refrigeration	

regional report		resistant	
registered		respective	
registrant		respondent	
regret		response	
regulatory		responsible	
rehabilitation		restrict	
reimburse		retirement	
rejected		retroactive	
relieve		revamping	
render		revision	
repellency		riboflavin	
repercussions		ripe	
representative		roasters	
Requirements and Allocations Control		rodent	
requisition		roller process	
research		Russia	
resident		salvage	
resilient		sampling	

saponification spōnif'ikāshən

scarcity sär'kītē

schedules sched'yoōlz

school lunch program skōōl lünch prōgrām

scientist sī'ĕntist

seamless sem'lis

secretary sek'retērē

segments seg'mēntz

segregated seg'regātēd

selling prices sel'ing prīs

semicarbazone sem'i-kär'ba-zōn

semolina sem'ō-lē-nă

shipping point ship'īng pōint

Shipping and Storage
Branch ship'īng and stōrāj
brānch

ship's tackle ship's tāk'lē

show-down shō-dūn

shrinkage shrīn'kāj

signature sig'üür

signatory sig'nā-tōrē

silicofluoride sil'ē-kō-floo'rid

slightly slīt'ē

snuff snuf

sodium sōdēüm

solicit sōl'ē-sēt

solicitation sōl'ē-sitāshən

sorghum sōr'ghūm

soybeans soy'bēnz

Spanish spāñish

specification spēs'i-fikāshən

Special Commodities Branch spēs'ēl kom'ōdētēz brānch

specialist spēs'ēl-ist

specific spēs'ifik

specify spēs'ifī

speculative spēk'yüä-tiv

spoilage spō'ilāj

spotcheck spōt-chēk

standard	<u>✓</u>	subsistence	<u>z</u>
Standards of Identity	<u>✓</u>	substantially	<u>z</u>
standardization	<u>✓</u>	substantiate	<u>z</u>
starch	<u>✓</u>	substitute	<u>z</u>
statistics	<u>✓</u>	substitution	<u>z</u>
status	<u>✓</u>	Suez	<u>z</u>
STIMULATE	<u>✓</u>	sucrose	<u>z</u>
stipulate	<u>✓</u>	sufficient	<u>z</u>
Stockpiles	<u>✓</u>	Sugar Branch	<u>✓</u>
stockyards	<u>✓</u>	sulphate	<u>z</u>
storage	<u>✓</u>	sulphide	<u>z</u>
stringency	<u>✓</u>	sulphur dioxide	<u>z</u>
structure	<u>✓</u>	summarize	<u>z</u>
subject	<u>✓</u>	supervision	<u>z</u>
submitted	<u>✓</u>	supplement	<u>z</u>
subprofessional	<u>✓</u>	supplementary	<u>z</u>
subsequent	<u>✓</u>	support	<u>z</u>
subsidy payments	<u>✓</u>	surety	<u>z</u>

surplus		territory	
surrendered		testimony	
sweetpotato		thermometer	
switchboard		tickler	
synchronize		titrate	
synthetic		titration	
tabulation		Tobacco Branch	
tallowy		toluol	
tangerine		total war	
tariff		traffic	
technical		trainee	
technologist		transcontinental	
telegram		transfer	
telegraphic		transmitting	
telephone conversation		transit	
temperature		transportation request	
tenant		trap	
tentative		tremendous	

truck crops	<u>m c</u>	vegetable	<u>g</u>
tube	<u>g</u>	vendor	<u>v</u>
turpentine	<u>g</u>	ventilation	<u>v</u>
ultimate	<u>l</u>	verifying	<u>v</u>
unanimous	<u>u</u>	veto	<u>v</u>
unavoidable	<u>z</u>	vice versa	<u>z</u>
undesirable	<u>z</u>	vigorously	<u>z</u>
undermanned	<u>z</u>	vinegar	<u>v</u>
unfavorable	<u>z</u>	violation	<u>v</u>
United Nations	<u>u f</u>	vital	<u>v</u>
unleading	<u>u e</u>	VITAMIN	<u>v</u>
unquestionably	<u>z</u>	vocabulary	<u>v</u>
unsaponifiable	<u>z</u>	volume	<u>v</u>
unsound	<u>z</u>	volumetric	<u>v</u>
utilization	<u>u l</u>	voucher	<u>v</u>
vacuum oven	<u>v o v</u>	War Food Administration	<u>w f a</u>
variations	<u>v</u>	War Production Board	<u>w p b</u>
variety	<u>v</u>	wholesale	<u>w</u>

